PRINT in BLACK ink For Official Use Enter the name of the STATE OF WISCONSIN, CIRCUIT COURT, county in which this _____COUNTY case was filed. Enter the **Plaintiff's** Plaintiff(s):____ name as it is listed on the Summons and Complaint. -vs.-Defendant(s):_____ ☐ Amended Enter the **Defendant's Affidavit of Service** name as it is listed on of SC-500, the Summons and **Summons and Complaint** Complaint. **Corporation or Limited** Liability Company (LLC) Enter the case number. (Non-Eviction) Case No. ______ For 1, check the box to **UNDER OATH, I STATE THAT:** indicate the state 1. I am an adult resident of the State of: where you live. ☐ Iowa. ☐ Michigan. ☐ Minnesota. ☐ Wisconsin. ☐ Illinois. **Note:** A party in this case **cannot** serve the 2. I am not a plaintiff in this case. summons and complaint on the defendant. 3. I served an authenticated copy of the Small Claims Summons and Complaint. At the time of service, I signed my name on the copy that was served (for example, on the back or in For 3, make sure that the served copy was signed any blank space) and indicated the time, date, place, manner of service, and upon whom at the time of service, service was made. and also included the time, date, place, manner 4. The manner of service was: of service, and upon whom service was made. A. I gave a copy to the person who I knew to be an officer, director or managing agent of the corporation/LLC at: (address) ______at ____o'clock in the a.m./p.m. For 4, check 4A, or 4B, or 4C. ☐ B. I could not give a copy to an officer, director or managing agent of the If 4A, fill in the corporation/LLC personally even after reasonable effort(s). I left a copy with the address, date and time. person who is apparently in charge of the office. I informed that person of the contents of the papers. If 4B, fill in the name. address, date, and I left a copy with (name) ______ at address) _____ or (date) _____ at ____ o'clock in the a.m./p.m. time. If 4B, also explain what other efforts you made to find and serve Before leaving a copy, I made the following efforts to serve the defendant the officer personally before you left a copy

with someone else.

	STOP! Take this document to a Notary Public BEFORE you sign it.	
After you, the server, have been sworn by a Notary Public, sign and print your name		Signature
and date the document in front of the Notary Public.		Print or Type Name
		Date
	Subscribed and sworn to before me	
Have the Notary Public sign, date, and seal the document.	on	(Seal)
	Notary Public, State of Wisconsin	
	My commission expires:	